

WorkFirst

SUPPORT SERVICES

What are WorkFirst support services?

Support services pay for things you **must have** in order to work, look for work, prepare for work, or accept a better job.

Support services **may** include such things as, depending on your circumstances:

- transportation, car repairs
- interview and work clothes
- licenses
- tools and equipment
- car liability insurance
- moving expenses because of your job

Are there limits?

There is a cash limit on most categories and there is a maximum for each person per year.

Which kind of support services you may get also depends on what you are doing such as:

Work-related activities including looking for work or participating in workplace activities.

Safety related activities such as dealing with family violence.

Required activities in your Individual Responsibility Plan

Who can get them?

You **may** get support services if you receive Temporary Assistance for Needy Families/ State Financial Assistance (TANF/SFA), or you are working 20 or more hours a week and received TANF/SFA within the last 12 months.

**One side of the
Support
Services Card**

WorkFirst
A job, a better job, a better life

How can I get support services?

Ask your case manager, job service counselor, job success coach, or your Community Jobs worker. With the information you provide, they will decide if you need the support services and that there is no other way to meet your need.

What are support services never used for?

Support services can not be used to purchase motor vehicles, firearms, pay court-imposed fines, and credit bills.

Ask your case manager, job service counselor, job success coach, or your Community Jobs worker for more details on what resources may be available to you to meet your needs.

FAIR HEARING RIGHTS

If you disagree with any of our decisions, you may ask for a fair hearing. To request one, contact your local office or write to The Office of Administrative Hearings, PO Box 2465, Olympia, WA 98507-2465. You must ask for your fair hearing within 90 days of getting a letter or other notice of our decision.

At the hearing, you can be represented by yourself, a lawyer, or anyone you choose. You may be able to get free legal advice or representation. Call your worker or 1-888-201-1014, to get more information.

You can also ask for a case review. This will not delay or replace a fair hearing and it could resolve the disagreement sooner. Contact your local office to ask for a case review.

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WASHINGTON
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DEPARTMENT OF SOCIAL AND HEALTH SERVICES

EMPLOYMENT SECURITY DEPARTMENT

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